

Texas, Oklahoma, New Mexico and Colorado

Spring 2011

"Every day I get up and look through the Forbes list of the richest people in America. If I'm not there, I go to work." - Robert Orben



Message from Bettye Ruth Wilson South Central Area Director & Scholarship Chairman



Greetings to all! The year is passing quickly – We want 100% participation to affiliate with NAEOP. Let us know if we can help get your association back on track with NAEOP.

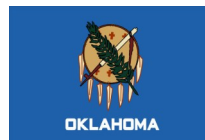
The South Central Area Professional Development Days for March 11-12, 2011, Lubbock, Texas was cancelled due to low registrations. I want to thank Karen Deen, NM, Maria Cortez, NM, Karen Turner, TX, and Connie Gray, TX for all of their hard work with all the planning.

The NAEOP Conference & Institute is rapidly approaching and plans are being made for our South Central Area Breakfast. Don't miss this opportunity to network together while we are at conference. I hope many of our members can attend. During the South Central Area Breakfast there will be an award given to the member that has recruited the most members. If you have not sent in your NAEOP memberships for this year – please do so.

There is much activity in our area this spring. I look forward to reports of events in your local and state associations. Send your association news to Martin Saenz, CEO, TX, our South Central Area Newsletter Editor by email @ martin.saenz@stisd.net or marty-saenz@gmail.com – we look forward to hearing from you.

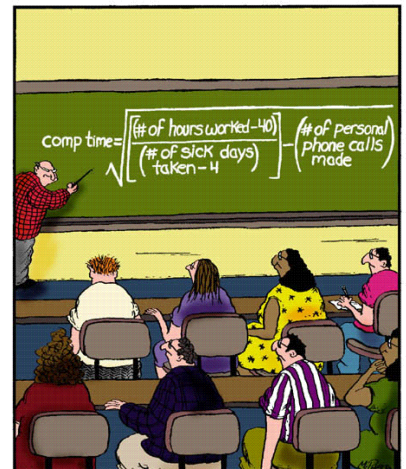
Remember, A hand, A heart,
A fresh determination!

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Management unveils its new formula for determining comp time.

EDITOR'S MESSAGE

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Hard to believe that it is already Spring time. It seems like only yesterday we were celebrating Christmas. As I am sitting here thinking of what I want to say on this issue of the SCA newsletter, I am amazed at our technology today. I mean I am sitting here with my laptop to my left working on the newsletter, my computer to my right looking at my Facebook page, just after I have just ordered dinner from the Pizza Hut website for my niece and nephew, three year old twins who I am babysitting for the evening. For which I had to pay extra to have delivered to the house because I am too lazy to go pick up myself. At the same time I am answering a text message on my cell phone from some friends about plans to travel to San Antonio for the weekend. The miracles of modern technology, it reminds me of the song by Tim McGraw

"Remember When." If you haven't heard this song I recommend you find it and listen to it, it will take you on a nice ride back in time.

Thank you to Bettye Ruth Wilson, South Central Area Director for her hard work and valuable assistance with the newsletter. I want to say in this issue thank you to all that send me the nice comments on the first issue of the newsletter, I really appreciate your feedback and concerns. I am sending out on SOS to all the affiliate presidents from our South Central Area to please send me on update on your association. Any information you can provide will be placed on the next issues of the newsletter.

Enjoy,


Martín Sáenz




Please send me any information, photos, etc. from your affiliate, school district, etc., that you would like to share with the rest of the South Central Area members. I will be more than happy to publish your updates in our newsletter. Come on Texas, New Mexico, Colorado & Oklahoma let me hear from you.


Send your information to: martin.saenz@stisd.net or martysaenz@gmail.com


ADVICE ON LIFE



In **3** words I can sum up everything that I learned about life, "It goes on." When the going gets tough, make yourself realize that no matter what your problem is, someone is and always will be fighting a harder battle. 

Tears don't help problems and whining won't make things better. Have faith but understand that faith makes things possible, not easier. Have hope but understand without doing anything nothing gets done. 

Be there when people need you, because in order to have friends you must first be one. Make the impossible, possible. Never give up! You only fail when you fail to try. Keep an open mind; you never know what you may learn. 

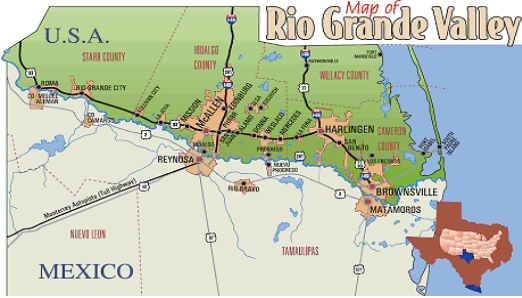
Never compromise your standards for anyone, do it for you. Remember that laughter makes the world go round. 

Beware of the person who has nothing to lose, see through the problem to find the solution. Don't make promises that you can't keep. Keep in mind, those who gossip to you will gossip about you. Say only what you mean, and don't believe everything that you hear because some day the story will be about you. 

Everyday is a gift.  Count your blessings, not your troubles. Never waster an opportunity to tell someone that you love them, because you never know what tomorrow has in store for you. Give people a second chance, because no one is perfect. Love all that you can, give all that you have, smile away your days, and dream away your nights. Life, what a wonderful thing! 

~~~Rachel Stephens

## Rio Grande Valley Educational Support Staff Association (VESA)



VESA has had a busy school year. We started our year in Weslaco ISD, where we had Janette Trejo speak to us on “Building Blocks for Building Better Energy.” Our October monthly meeting brought us together at South Texas ISD. Members were asked to wear pink in support of breast cancer awareness month. Our speaker, Abby Vela, spoke on Breast Cancer awareness. Members voted to make a \$100 donation to the American Cancer Society.

Next up was the TESA Fall Work Conference. VESA had 11 members attend the TESA Fall Conference in San Marcos, Texas. Several of these VESA members helped work the Registration booth during the Fall Conference. After FWC, our travels took us to Rio Grande City for our November meeting. Here we had Martie Garcia-Vela, Attorney at Law (*daughter of Sylvia Garcia, member from Rio Grande City*) spoke on Domestic Violence. She stressed the importance about us speaking up, before it’s too late, if we suspect any domestic violence in a home.



(l to r) Alicia Tamez, Ofelia Barron, Lisa E. Gonzalez, from Donna ISD and Sylvia Garcia and Melva Garcia from Rio Grande City CISD



Our December meeting/social was held at the Executive Inn in Mercedes. After a brief meeting, members enjoyed a delicious meal of tamales, rice, beans and buñuelos. President Gonzalez had all VESA members join together and sing Christmas Carols. VESA has had a tradition of singing Christmas Carols during the December meeting for a very long time. This tradition had died out, but President Gonzalez brought it back in 2007 when she took the office of President. Another tradition that VESA has is donating Christmas gifts to the elderly in Nursing Homes. This year, in lieu of donating Christmas gifts to the elderly, members opted to make donations to the McAllen Comfort

House. The Comfort House is a 10-bed homelike residence for persons in terminal stages of illnesses. McAllen ISD VESA members delivered the items on behalf of VESA. Let us remember that *“It is in giving that we receive.”* Our January meeting took us to McAllen ISD, where we had Mary Botello, Administrator of the Comfort House come and thank us for our donations in January and also speak to us about what the Comfort House provides for individuals who have been diagnosed with less than 4-6 months to live. Our February meeting took us to Mission CISD. Due to a Conference and inclement weather, our speaker was unable to make it to the meeting. However, apart from our meeting, members enjoyed a nice social. Our March meeting took us to Mercedes ISD where our speaker, Barbara Hinojosa, spoke to us about a book she wrote entitled: “Are You a 10? The Ten Characteristics of a Servant Leader.” She briefly went over the ten characteristics (listening, empathy, healing, awareness, persuasion, conceptualization, foresight, stewardship, growth of people and building community). She encouraged us to examine where we are in each characteristic and work at becoming better at each. Our April meeting will take us to Donna ISD, where Hiram Burgette will be speak to us on TRS (Teacher Retirement System) changes and things we need to be aware of. Our year will end on May 6<sup>th</sup> when we will host our 44<sup>th</sup> Annual Bosses Banquet at the The Social Club in Edinburg, Texas. We will install our new officers for the 2011-2012 school year and present our award for the Outstanding Support Staff Member of the Year.

VESA members are not only active with our local association; we also have members involved in TESA and NAEOP. This year we have 2 members who are serving on the TESA Executive Board: Sylvia L. Flores, CEOP, serving on the Awards/Journalist/Scholarship Committee and Lisa E. Gonzalez, CEOP, serving as FWC Registration Chair. We also have Martin Saenz, CEOP, CEOE, who is serving NAEOP as the Newsletter Editor for the South Central Area.

Submitted by: Lisa E. Gonzalez, Donna ISD 2010-2011 VESA President



We interrupt your programming for a SPECIAL ANNOUNCE!

# NAEOP 2011 Conference Charleston, South Carolina July 18-22, 2011



Make plans now to attend NAEOP 2011 in Charleston, South Carolina because we are making BIG plans for your visit! We have arranged speakers as keynotes as well as for the Institute, and Briefings. Take this opportunity to explore a beautiful historic city deep in the heart of the south and experience the local charm and customs, dine on southern favorites and some of the best seafood in the world, all while you learn and laugh with NAEOP. The Embassy Suites, Airport/Convention Center will be our host hotel and is attached to the Charleston Area Conference Center. All rooms are 2 room suites that include microwave, refrigerator, coffee makers, and sleeper sofas. Rooms are \$145.00 per night. A cooked to order free breakfast buffet is offered every morning. (Area and Council Breakfasts will now be Area and Council "meetings"

so you can eat your free breakfast before you go to the meeting.) The Embassy also includes the complimentary manager's reception in the evenings. The hotel provides free transportation to and from the airport, the nearby Tanger Outlets and parking is free! The hotel and Charleston Convention Center are located approximately 12 miles from Historic Downtown Charleston. Member and Guest registration will include free shuttle service to the downtown area on specified days and times. Be prepared to learn, laugh and live life to the fullest in historic Charleston, South Carolina in 2011. Be sure to start planning now so you can take advantage of the *Cruise to the Bahamas* that will follow the conference leaving from the Charleston Port. Bring your family and make this a relaxed working vacation.

*Charleston* where history lives



**Texas Educational Support Staff Association, Inc.**

**TESA**

**Summer Work Conference**

**June 22-25, 2011**

**Embassy Suites Dallas-Frisco Hotel,  
Conference Center & Spa  
Frisco, Texas**

**For more information, please visit the TESA  
website at [www.tesatexas.org](http://www.tesatexas.org)**




# NAEOP Information

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**NAEOP Executive Committee:**

|                                               |                          |                                                                                   |
|-----------------------------------------------|--------------------------|-----------------------------------------------------------------------------------|
| Kathy Lech, CEO<br>klech@steilacoom.k12.wa.us | President                |  |
| Allie Faye Matthews, CEO<br>alliem@susd12.org | President-Elect          |                                                                                   |
| Lola Young, CEO<br>lyoung5@unl.edu            | Vice President           |                                                                                   |
| Cathy Eberle<br>ceberle@schools.nyc.gov       | Secretary/Treasurer      |                                                                                   |
| Pam Posey<br>pam.posey@usm.edu                | Immediate Past President |                                                                                   |

Following is a synopsis of what has been happening with PSP.

Committee Members Approved

The following members were approved for the NAEOP PSP Committee at the winter board meeting in New Orleans in January.

Elected at the 2010 Conference in Kansas City: \*Denotes CEOE

|                         |                |
|-------------------------|----------------|
| Adams, Jewel            | Mississippi    |
| Cortez, Maria           | New Mexico     |
| Davis-Sylvester, Janet* | California     |
| Glasgow, Carol*         | Wyoming        |
| Harter, Nancy*          | Nebraska       |
| Hendricks, Debbie*      | Nebraska       |
| Jenerette, Tonia        | South Carolina |
| Walter, Charlotte       | Pennsylvania   |

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Appointed to the Committee for 2010-2011:

|                     |             |
|---------------------|-------------|
| Ellison, Pat*       | Florida     |
| Hand, Sue*          | Texas       |
| Marley, Emily*      | Washington  |
| Mikesell, Billie*   | Washington  |
| Ryan, Deb*          | Nebraska    |
| Schumann, Janice*   | Washington  |
| Shiple, Becky*      | California  |
| Summers, Nancy*     | Nebraska    |
| Van Hoesen, Connie* | New York    |
| Waddey, Veronica*   | Virginia    |
| Saenz, Martin*      | Texas       |
| Blodgett, Brenda*   | Vermont     |
| Pam Posey*          | Mississippi |
| Diane Wasser*       | Nebraska    |

Connie Bergeson completed the minutes of the July 2010 and sent them to Wanda. They have been forwarded to me and will be approved at the 2011 meeting in July.

I have been in regular communication with Lois Jordan, PSP Registrar, all year. She has made a tremendous effort to make sure that I am included in her responses to member questions. She has done a terrific job of bringing questions and concerns to me as well.

We have had a total of 117 members receive PSP Certification with the September and January deadlines. In addition, 15 members received CEOE distinction.

The breakdown by level is as follows:

|                           |                           |
|---------------------------|---------------------------|
| <u>Option I</u>           | <u>Option II:</u>         |
| Basic: 12                 | Basic: 2                  |
| Associate Professional: 7 | Associate Professional: 2 |
| Advanced I: 6             | Associate Degree: 6       |
| Advanced II: 3            | Advanced I: 3             |
| Advanced III: 32          | Advanced II: 3            |
|                           | Advanced III: 2           |
|                           | Bachelor Degree: 37       |
|                           | Master Degree: 6          |
|                           | Doctoral Degree: 1        |

Lisa Morehouse, CEOE  
 Central Area Director/PSP Committee Chairman



**NAEOP Membership Council Contacts:**

Higher Education Council Chairman:

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 Cheryl.goldrick@lyndonstate.edu

Middle School/Jr. High Council Chairman:

Teresa L. Price  
 302-698-8400  
 Teresa.price@cr.k12.de.us

Administrative Council Chairman:

Wendy L. Heslink, CEOE  
 716-679-1581, ext. 2701  
 wheslink@fcsd.wnyric.org

State Department Council Chairman:

Charlotte Zeller, CEOE  
 czeller@ksde.org

Elementary Council Chairman:

Debbie Jasinski, CEOE  
 61-775-5081, ext. 5131  
 djasinsk@gmsd.k12.pa.us

High School/Career & Technology

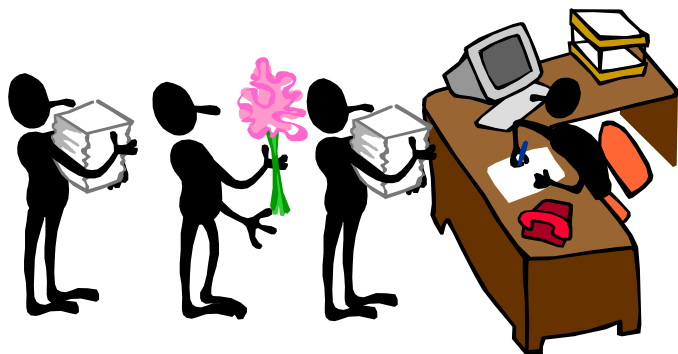
Education Council Chairman:

Susan Belliston  
 208-878-6606, ext. 775  
 belliston@cableone.net

**R.D. CLYDE**

**GETTING THINGS DONE IS NOT ALWAYS WHAT IS MOST IMPORTANT. THERE IS VALUE IN ALLOWING OTHERS TO LEARN, EVEN IF THE TASK IS NOT ACCOMPLISHED AS QUICKLY, EFFICIENTLY OR EFFECTIVELY.**

## History of the Secretarial Profession



Just when secretaries originated no one knows exactly. The role arose out of the natural need for a prominent person to whom confidential matters could be entrusted and who could act as an assistant for a principal. It is known that secretaries existed in Rome prior to the establishment of the empire. They were usually educated men who took dictation as “scribes,” and often times acted as trusted advisors. Before the invention of parchment and reed pens, tools of the trade for scribes ranged from chisels used upon stone to styluses used on clay, wood, or wax tablets. Shorthand became part of the preparation and training of secretaries (and emperors as well, including Julius Caesar and Augustus). In early modern times, members of the nobility had secretaries, who functioned quite similarly to those of the present day. They were

always men; most had command of several languages, including Latin, and were required to have what we would consider today as a broad generalized education. As commerce and trade expanded, people of wealth and power needed secretaries (confidants and trusted agents) to handle correspondence on private or confidential matters, most particularly matters of state. Following the Renaissance, men continued to dominate clerical and secretarial roles. They maintained account books, in addition to performing stenographic duties, and were known for their exemplary penmanship skills. Many labored long hours, with their “secretary” desks serving as their files and workstations. As world trade expanded in the 15th and 16th centuries, secretaries often attained an elevated status and held prominent positions. Secretarial status titles frequently included “personal” or “private.” Men continued to dominate the secretarial field until the late 1880s. With the invention of the writing machine, many women entered the office workforce in various clerical roles. During the industrial expansion at the turn of the century, business offices faced a paperwork crisis. Women solved the crisis by adapting well to new technologies such as the adding and calculating machine, telephone, and typewriter. Many women held, or aspired to hold, positions as secretaries. They attended secretarial schools and worked to attain superior skills. The demand for secretaries was so great that it outpaced the supply. In the 1930s, the number of men with the title secretary dwindled. Women dominated the office workforce. Some were promoted from steno pools, some were graduates of business colleges or secretarial schools, but all were seeking the professional status and pay previously enjoyed by their male counterparts. Recognizing that continuing education was imperative to career success, a group of secretaries in America’s heartland became the nucleus of an organization that would help to professionalize the occupation. In 1942, the National Secretaries Association (NSA) was formed (now known as the International Association of Administrative Professionals). NSA first administered the Certified Professional Secretaries Examination, a standard of excellence for the profession, in 1951. Today, secretaries (also known as administrative assistants, office coordinators, executive assistants, office managers, et al) are using computers, the Internet, and other advanced office technologies to perform vital “information management” functions in the modern office. Secretaries no longer “simply” type correspondence for “the boss.” Now, they often write that correspondence—as well as plan meetings, organize data using spreadsheet and database management software, interact with clients, vendors, and the general public, supervise the office and other staff, handle purchasing, and even train other workers. Trends identified by IAAP research include:

- Administrative professionals are becoming researchers and interpreters, not just disseminators of information.
- Work teams are becoming more prevalent.
- Job descriptions are expanding and new titles are being created, such as administrative coordinator, office administrator, administrative specialist and information manager.
- Employers are paying more for specialized skills such as desktop publishing and database management.

In addition, many companies are providing performance-based bonuses to outstanding administrative support professionals to help acknowledge their contributions. The future is bright for computer-literate, well-educated, customer service-savvy administrative professionals.

Source: The International Association of Administrative Professionals

*Administrative  
Professionals Day*



April 27, 2011

